

## PEL Authorship Guidelines

We subscribe to the ICMJE recommendations for authorship with some amendments

**ICMJE recommends** that authorship be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

### Amendments

We recognize that a collaborator may contribute disproportionately to these 4 criteria, and that a leading contribution in one area (e.g., critical laboratory analysis) and low contribution in other areas can still warrant co-authorship though engagement in the three other areas is still required.

Any collaborator that meets criterion (1) should be given the opportunity to meet the other criteria. This includes early career researchers, e.g., research assistants. It is the responsibility of the lead author to recognize this and provide the opportunity.

We recognize that not all analyses, data, or concepts will make it into the final version of a manuscript, however, these elements play a role in shaping a manuscript and will contribute towards co-author inclusion.

Intellectual contributions can be just as valuable in the form of critical, in-depth discussion of the manuscript text and this will contribute towards co-author inclusion.

## Authorship

### Statement of contribution of all authors to be included in manuscript

- CRediT categories will be used in the acknowledgments of a paper- <https://casrai.org/credit/>
- When collaborator contributions do not fall within established categories, they will be acknowledged by developing our own category to recognize the importance of the work. E.g.:
  - Contextual knowledge and insight - recognition of other meaningful contributions, e.g., research facilitation, data interpretation, and feedback on research methods objectives that shift research plans
  - Forms of knowledge generation and documentation beyond quantitative data generation, including lived experiences, oral history, and traditional knowledge held and shared by nonscientists (Cooke et al. 2021).

### Authorship order

- The lead author is typically the person leading the manuscript writing. Exceptions may occur, e.g., a supervisor may prepare a thesis chapter for a manuscript and list the author of the chapter as the first author, reflecting contribution to work.

- For middle authors, CRediT will be used to rank the order. Where ranking is equal, authors will be listed alphabetically.
- The project PI can be listed last on the authorship list, or according to CRediT ranking.

### Our process

1. Establish expectations early
  - start discussing authorship when you plan your research;
  - establish timelines and expectations around communication (frequency, being responsive);
  - review authorship guidelines;
2. Establish and maintain a manuscript work log
  - Document contributions – keep track of contributions from all co-authors; this will assist with CRediT contribution assignment.
  - Document individual tasks assignments;
  - Maintain authorship list and email addresses
3. Consider contributions to be intellectual property
  - Intellectual property is any form of knowledge or expression created with one's intellect (<https://www.grad.ubc.ca/intellectual-property-guide/introduction>).
  - Intellectual property should not be used without the consent of the contributing individual
4. Communication
  - It is the lead authors responsibility to keep co-authors up to date, aware of any changes in direction, and to coordinate meetings;
  - Meetings should be regular – frequency can depend on work being done (weeks to months)
  - All co-authors should attend meetings
  - All co-authors should respond to correspondence in a timely fashion (1 week)
  - Review and return drafts within 2-4 weeks. This may not always be possible due to, e.g., fieldwork. Circumstances should be communicated by the individual affected.
  - Lead and senior researchers to discuss with co-authors who are not contributing as agreed, e.g., persistent non-communication, to resolve contributions and ongoing involvement in manuscript development.

Throughout the process, circumstances will be considered when evaluating contributions, communications, and engagement, recognizing that these can be disrupted or hindered by individual situation.

### Citation of Indigenous Elders and Knowledge Keepers

Templates following - <https://kula.uvic.ca/index.php/kula/article/view/135/259>

### Acknowledgements

Contributions from anyone who does not meet the criteria for authorship should be listed in an Acknowledgments section, with permission from the contributor. For example, to recognize contributions from people who provided technical help, collation of data, writing assistance, acquisition of funding, or a department chairperson who provided general support.

Our sources (reference standards)

**ICJME** - <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

**CRedit** - <https://casrai.org/credit/>

More Than Personal Communication - Templates For Citing Indigenous Elders and Knowledge Keepers;  
<https://kula.uvic.ca/index.php/kula/article/view/135>

Cooke, S. J., V. M. Nguyen, N. Young, A. J. Reid, D. G. Roche, N. J. Bennett, T. Rytwinski, and J. R. Bennett. 2021. Contemporary authorship guidelines fail to recognize diverse contributions in conservation science research. *Ecological Solutions and Evidence* 2:e12060. <https://doi.org/10.1002/2688-8319.12060>